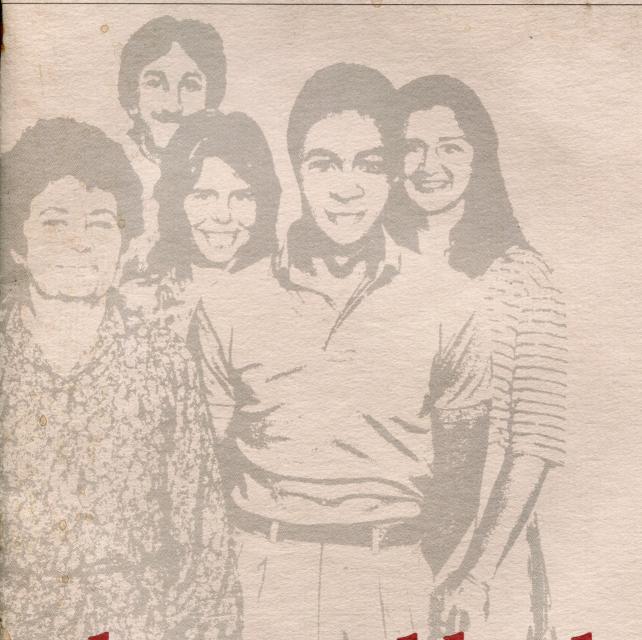
Employee Handbook



The Fernald School

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This handbook is designed to serve as a guide. It acquaints you with the responsibilities of your job as well as with the opportunities and benefits available to you as a member of the Fernald community.

For a more detailed explanation of Fernald practices, refer to the "Walter E. Fernald School Policies and Procedures Manual." A copy may be found in each department and residential building office. If you need further information, contact your supervisor, department head, or Personnel staff member.

welcome



The Commonwealth of Massachusetts

Department of Mental Health

WALTER E. FERNALD STATE SCHOOL BOX 158, BELMONT, MASS. 02178 (617) 894-3600

I am pleased to welcome you to the staff of the Fernald School. This handbook explains our benefits and policies. Please read it thoroughly and keep it handy for reference.

The Fernald School is distinguished as both the Western Hemisphere's oldest publicly supported institution serving the developmentally disabled and as one of the most innovative facilities of its kind.

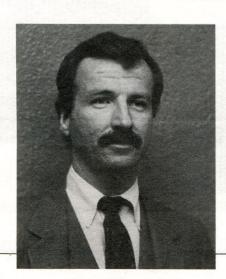
Today more than 750 developmentally disabled adults know our 180-acre Waltham campus as home, a place where their individual educational, vocational, and social needs are addressed by a highly skilled staff of 2,300. An additional 200 Fernald clients live and learn in an agricultural setting at our adjunct facility in Templeton in central Massachusetts.

At both sites, comprehensive habilitative programs and clinical expertise allow our residents to live fuller lives according to their capacities, rather than incapacities. That's a crucial distinction - one I'd like you to think about as you begin work at Fernald.

Good luck in your new job.

Sincerely,

Joseph A. Wert Superintendent



getting started

What We Do

Fernald is a home, school, and workplace where developmentally disabled people learn skills to help them become more independent. Some clients may move into community residences and participate in a wide range of community programs. At Fernald, we use an interdisciplinary and developmental approach in providing services to clients. Interdisciplinary teams are made up of direct care staff, a nurse, psychologist, social worker, and a Qualified Mental Retardation Professional (OMRP). Other team members are chosen according to each client's individual needs and may include a physician, recreation therapist, speech and language therapist, occupational therapist, physical therapist, rehabilitation counselor, and adult education instructors.

The team must work together to annually design and implement a plan called the Individual Service Plan (ISP). This plan is both a record of each client's motor, social-emotional, cognitive, and communication skills and a plan of action to facilitate a client's skill-building. Each plan is reviewed every 3 months and is modified to accomodate a client's developing skill level.

As a staff member, you will find that you join many others who come from a wide spectrum of professions and backgrounds and who are committed to promoting the human rights and skill development of Fernald clients. Each of you, whether you work directly or indirectly with the residents, share in caring for the Fernald community. Welcome!



The Equal Opportunity/ Affirmative Action Policy

The Equal Employment Opportunity and Affirmative Action policy at Fernald prohibits discrimination on the basis of race, color, religion, sex, age, handicap or national origin. Its intent is to ensure that all applicants are given fair consideration for job opportunities and that all staff are treated justly.

It applies to all employees and to all areas of employment.

Equal Employment Opportunity and Affirmative Action Policy encourages achievement on the basis of merit and is a goal of the Fernald School. The Affirmative Action program at Fernald promotes job opportunity for all qualified individuals. If you have any questions about the program, contact the Affirmative Action Coordinator.

Orientation

The Orientation program at Fernald is an introduction to the school: its residents and its history and philosophy. The division of Staff Development leads central training sessions for all new staff and job specific training is conducted at the work site. The length of the orientation period varies with the job.

Your First Few Months

During your first few months at Fernald, some of you will be working on a probationary basis. This time enables your supervisor to evaluate your attitude and capabilities in your new position. It also lets you decide whether Fernald is the place for you.

Employee evaluations provide a record of your growth and development here. As a new employee, you will be evaluated after 1 month, 3 months, and 5 months. Evaluations are then made annually for all employees.

You are encouraged to discuss your evaluation with your supervisor. You will receive valuable feedback about your job performance as well as advice on further developing your job skills.





Confidentiality

As a staff person at Fernald, you will learn first-hand about the lives of the residents with whom you work. This knowledge must be kept confidential. Information obtained from the records regarding a client's history and family must be kept in confidence as well. Every client's right to confidentiality must be respected.

As with any of us, a client can be adversely affected by private information given out indiscreetly. Therefore, in discussing a client's behaviors, treatment, and program with other authorized staff, identify a client by name only when necessary. Refrain from discussing information about a client with unauthorized people either on or off grounds.

The Communications Office is the official voice of Fernald and the only authorized link with the media. Clients may not be interviewed or photographed without written permission, specific to each individual incident, from the client or his or her guardian. If you have any questions about Fernald and media relations, contact the Communications Office.

Campus Security

Fernald's Campus Security is a trained force with full police powers. It is responsible for ensuring the

safety of residents and staff as well as protecting State, client, and employee property.

With an emphasis on crime prevention, the department provides a variety of services including a 24-hour grounds patrol, an escort service, and a security-check system for all buildings.

Preliminary investigations of all alleged crimes are conducted by Fernald officers. Please contact Security IMMEDIATELY if you witness a crime or receive a report of a crime.

IN AN EMERGENCY, call X2222 (Waverley Campus), X111 (Templeton Campus).

FOR ROUTINE BUSINESS, call X2174 (Waverley Campus), X111 (Templeton Campus).

Fernald's Emergency Number

The Emergency Number at Fernald is X2222 (Waverley Campus) or X111 (Templeton Campus).

Call X2222 or X111 in the event that: l) a resident is missing; 2) a medical emergency arises; 3) you discover smoke or fire; 4) you witness a crime or suspect one has been committed. You will receive an immediate response to your call!

Fire Safety Procedures

Your familiarity with fire emergency procedures is essential to the safety and well-being of Fernald residents and staff. In the event of a fire, your



primary responsibility is the safety and comfort of every client in your building. Fire emergency regulations and evacuation routes are posted prominently in each building. At the beginning of your shift check your keys and make sure all fire exits are clear.

If you discover smoke or fire, follow this procedure:

- 1). Pull The Fire Alarm.
- 2). Call Extension 2222 (Waverley) or Extension 111 (Templeton) To Report:
 - The Name of the Building
 - The Location of the Fire within the building
 - The Nature of the Fire, if known
- 3). Join Other Building Staff in the Evacuation of the Clients Through the Nearest and Safest Exit away from the Fire, in Accordance with the Fire Evacuation Plan.

DO NOT attempt to fight the fire unless the safety of a resident is immediately threatened.

About Smoking

Smoking is permitted in designated areas only. Health and safety regulations prohibit smoking in residence, food or laundry areas.

Driving Safety

Fernald is a community whose residents are learning about traffic safety. Therefore, it is vital that you drive safely. Use caution, especially while driving on grounds after dark, and drive within the 10 mph speed limit.



pay & work hours

Pay Day!

You may pick up your paycheck each Friday at your work site. If you prefer to have it mailed to your home, contact the Treasurer's Office.

Your Work Day: Hours and Breaks

Depending on your job at Fernald, you may work a shift of 40 hours, $37\frac{1}{2}$ hours or less per week.

The 3 direct care shifts at Fernald are:

WAVERLEY CAMPUS TEMPLETON CAMPUS

Day Shift:	6:45 am - 3:15 pm	5:00 am - 1:30 pm
Evening Shift:	2:45 pm - 11:15 pm	1:00 pm - 9:30 pm
Night Shift:	11:00 pm - 7:00 am	9:15 pm - 5:15 am

During the first 2 shifts, a half-hour lunch break and two 15-minute coffee breaks are provided.

Overtime

Fernald offers overtime pay of $1\frac{1}{2}$ the regular rate if you are compensated at the regular rate of pay for more than 8 hours in a day or more than 40 hours in a work week. Your supervisor must authorize your overtime schedule.

Differential Pay

MRA's and MRT's on the evening and night shifts receive differential pay. On the same shifts, MR LPN's, Sr. MR LPN's and RN's also receive differential pay.

Deductions

Standard deductions from your paycheck are made automatically by the Treasurer's Office for your convenience. These deductions include Federal and State taxes, a deduction to the retirement fund, and union dues or an agency fee. See the "Employee Benefits" section for more information.

Banking Locations

There are many banks in the area where you may open an account. Normally two forms of identification, including a Fernald I.D., must be presented to cash your paycheck locally.





benefits

Eligibility

Full-time employees at The Fernald School enjoy a variety of benefits. Benefits for half-time staff are determined by the number of hours worked. For further information about filing procedures, contact the Benefits Office at Waverley and the Administration Office at Templeton.

Holidays

Full-time employees celebrate 13 paid holidays each year. Holiday benefits begin immediately after the initial date of employment. Half-time employees observe the holiday if it falls on their work day. These holidays are:

New Year's Day Jan. 1 Martin Luther King Day Jan. 15 Washington's Birthday 3rd Mon. in Feb. St. Patrick's Day March 17 Patriot's Day 3rd Mon. in April Memorial Day last Mon. in May June 17 Flag Day Independence Day July 4 Labor Day 1st Mon. in Sept. Columbus Day 2nd Mon. in Oct. Veteran's Day Nov. 11 Thanksgiving Day 4th Thurs, in Nov. Christmas Day Dec. 25

When any of these holidays fall on a Saturday, it will be celebrated on the preceding Friday; and when one falls on a Sunday, it will be observed on the following Monday. Since Fernald provides services 24 hours a day, 7 days a week, it will be necessary for some employees to work on the holidays listed above. Compensatory time off will be awarded to employees who work on holidays and to employees whose regular day off falls on a holiday. Time off in place of a specific holiday will be given within a 60 day period following the holiday.

Vacation

As Fernald employees, you may look forward to up to 10 working days vacation each year. Regardless of your hiring date, your vacation accrument time begins with your first working day after the last Saturday in June and ends the next year on June 30th. Vacation days may be accumulated for 2 years only.

Efforts will be made to accommodate your scheduling request. If you wish to use your seniority position to arrange your vacation for a specific time, file your request 60 days in advance. Requests made less than 60 days in advance are honored on a first come, first serve basis.





benefits

Paid Personal Leave

Full-time employees are entitled to three paid personal days each year. In most cases, personal leave time becomes available on July 1st. Please refer to your collective bargaining contract for specific information.

Personal days may be used in minimum units of two hours. They may also be used in conjunction with vacation days.

Be sure to get your supervisor's approval of your request for leave time.

Sick Leave

Full-time employees earn 1¼ days of paid sick leave each month, provided they have not been off the payroll for more than one day. Sick leave credit for half-time employees depends on the number of hours worked.

Sick leave may be used:

- a) For personal illness.
- b) When the spouse, child or parent is seriously ill, you may utilize up to 10 days per year, depending on bargaining unit.
- c) Through exposure to contagious disease, your presence would jeopardize the health of others.

Sick leave that you do not use will accumulate.

If you are unable to come to work due to illness, call your supervisor immediately. This will ensure that the necessary arrangements may be made to cover your responsibilities.

Maternity Leave

An 8-week maternity leave without pay is available to full-time female staff members. Accumulated sick or vacation days may also be used at this time.

Maternity leave will not affect your right to receive any benefits for which you are eligible during your absence.

Death in the Family

If a member of your immediate family or household should die, you may take 4 consecutive days off with pay. You may use these days immediately following the death or at the time of the funeral or memorial service. If your days off fall at the time of the service, you may take only 2 days leave.

Military Leave

Employees who are members of a reserve division of the Armed Forces are eligible for a paid military, annual leave of up to 17 days each year. Leave is also available to members of the National Guard who are temporarily called to duty in the event of a natural disaster or civil disturbance.

Jury Duty

You will be granted a leave with pay in the event that you are called for jury duty.

Health Care Insurance

Fernald offers group health care coverage from one of several programs including: Blue Cross/Blue Shield, Harvard Community Health Plan, Multi-Group Health Plan, and Bay State Health Care. All plans include a \$2,000 life insurance policy.

Each plan is discussed during Orientation by a member of the Benefits Office. Once you have chosen a plan, you may change from individual to family coverage and vice versa at any time. You may change from one plan to another during the month of May.

The State pays 90% of the premium, and the remaining 10% is deducted from your paycheck the first pay week of each month. As a new employee, your coverage begins within a 90-day period depending on your hiring date. During this waiting period, you are covered for any emergency medical care you may need.

If you plan to be "off the payroll" for more than 90 days, please file a "Reduction of Monthly Premium" form with the Benefits Office.

The staff in the Benefits Office, Waverley, or the Administration Office, Templeton, will be happy to answer any questions you may have about your coverge.





Optional Life Insurance

Additional life insurance coverage of up to \$1,000 less than your annual salary is available to those of you insured by one of Fernald's health plans. The State pays 90% of the premium and the remaining 10% is deducted from your paycheck.

The Retirement Plan

All half-time and full-time staff are automatically enrolled in the Massachusetts State Employees Retirement Plan. A retirement income and disability and survivor benefits are included in the plan. Each week, 8% of your paycheck is deposited in your own interest-collecting account. This deduction replaces social security payments.

If you leave State employment before you become eligible for your retirement benefits, you may withdraw the balance of your account. You may retire after working for the State for 20 years or when you turn 55. When you retire, your income is based on 3 factors: 1) your age, 2) the length of time you worked for the State, and 3) your highest salary over a three year period.

Personnel staff will be happy to answer any questions you may have concerning your retirement benefits.

Industrial Accident Compensation

In the event that you are injured at Fernald, the State may provide partial or complete Industrial Accident Compensation.

If you are injured or have an accident on the grounds of the Waverley Campus, go immediately to the Shriver Emergency Room, located on the first floor of the Shriver Center, for treatment. If you are injured when on the grounds of Templeton, go immediately to the Nursing Office in the Narragansett Building.

Report the injury to your supervisor promptly!

For employees on the Waverley Campus, call or visit the Treasurer's Office to apply for compensation. For employees at Templeton, call or visit the Administration Office. To be eligible, you must be out of work for six days due to the injury.

You may use your vacation days if you do not have enough sick time to keep you on the payroll during your absence. For Waverley employees, notify the Treasurer's Office in writing; for Templeton employees, notify the Administration Office in writing.

If you qualify for compensation and are absent with a long-term disability, Waverley employees contact the Treasurer's Office to receive your sick pay and vacation pay; Templeton employees contact the Administration Office.

Savings Bonds

You may buy U.S. Savings Bonds through the Treasurer's Office. Inform them how much you'd like deducted from your check, and they will buy the bond(s) for you.

The Annuity Program: A Tax Shelter

A tax-sheltered annuity program is available to you as a Fernald employee. This plan, similar to an I.R.A. account, enables you to make a tax-free investment now for use at a later date. You pay taxes only when you withdraw your funds. If you are interested, contact Pebsco/Pilgrim DIRECTLY at 1 Salem Green, Suite 410, Salem, MA 01970. The telephone number is 1-800-732-3760.

Fernald's Credit Unions

At Waverley you may join the State Employee's Credit Union by signing up in the Benefits Office. At Templeton you may join the Gardner Franco-American Credit Union's "bank at work" program by signing up in the Administration Office.

A deduction from your paycheck is automatically deposited for you. Once you've been an employee for 9 months and a savings member for 6 months, you will be eligible for discounts on interest rates on personal and auto loans.





opportunities for ca

Fernald encourages the career development of its employees by offering opportunities for internal promotions, on-campus training, and continuing education. These opportunities are explained in the following section.

Opportunities for Reassignment, Transfer and Promotion

- Reassignment: You may apply for a change from one shift to another within your division when a position becomes available.
- Transfer: You may apply for a transfer from one job to another within the same classification.
- Promotion: You may apply for a promotion to a position in a higher classification.

Where to Look: Job Postings

- Fernald maintains a policy of internal recruitment whenever possible.
- Job listings are posted weekly on the bulletin board outside the Personnel Office at Waverley and the Administration Office at Templeton.

For information about application procedures and the requirements for any job change, contact the Personnel Office (Waverley); the Administration Office (Templeton).

Training Opportunities

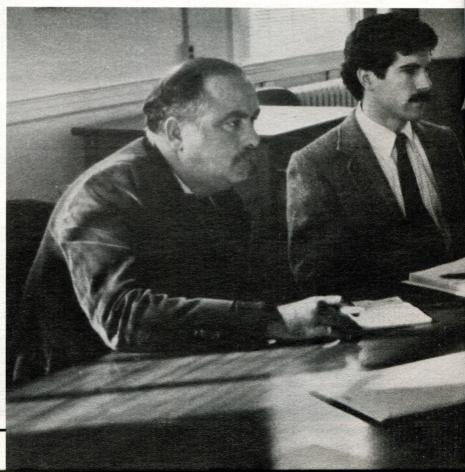
As a new employee, you will attend an orientation program which presents the history, philosophy, and goals of Fernald and explains the specifics of your job. Job descriptions have been developed for the various positions here, and training is ongoing to help you in your job. For those of you working with clients. training is provided in specific client programs. In the interdisciplinary service model, staff teach both clients and each other. Professional staff share techniques and concepts so that therapeutic programs in all areas of the clients' lives can be carried out.

Opportunities for further development are available through supervisory and management programs. There are also a variety of courses and workshops offered throughout the year: some are job related and some encourage individual development.

Continuing Education

There are several opportunities for further education. Classes are provided in "English as a Second Language" (ESL). There are also courses in reading and mathematics and courses in preparation for the high school equivalency examination.

The Administration is strongly committed to providing opportunities to staff for continuing education. Given the resources available, programs are developed and may vary each year. Information about these programs is available from the Division of Staff Development.



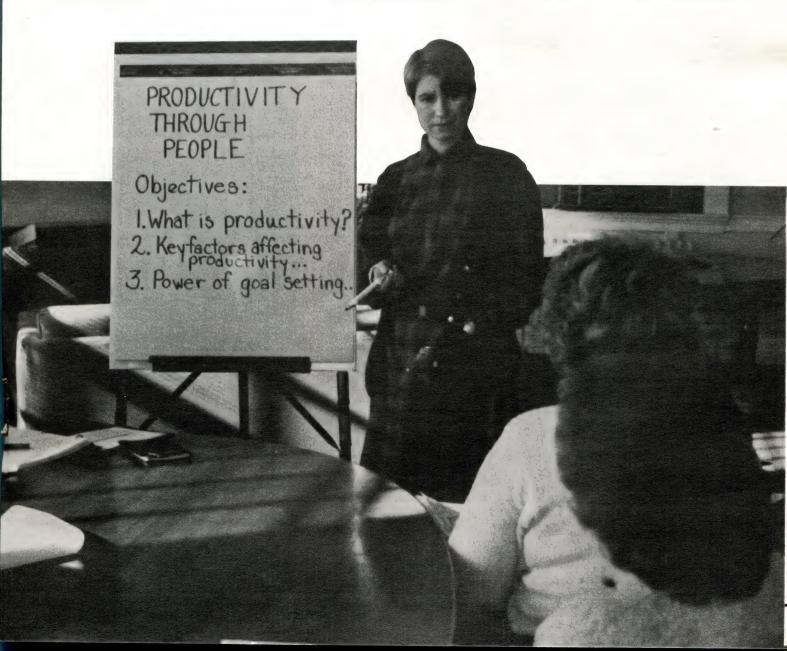
reer development

Attending Conferences and Workshops

Opportunities for continuing education are available in the form of release time and funds for attendance at workshops and conferences. Since the amount of funding varies each year, policies and procedures have been developed to allocate the available resources among all staff. Ask your Division director or Staff Development for the current policies and procedures.

Educational Leave

Educational leave enables you to participate in an educational program continuing for more than 5 working days. It is available to you on a limited basis depending on the flexibility of staff scheduling and the requirements of your work site. Your request for leave is subject to the approval of your Division director and the Educational Leave Committee. Details are available from the Educational Leave Committee.



employee responsibilities

Work Rules

Fernald, like all organizations, has a set of rules governing the behavior of its employees. Rules protect both the residents and staff by ensuring that quality services are provided in a professional manner.

Termination for Serious Cause

Violation of any of the following may be cause for disciplinary action in the form of dismissal or suspension:

- Abusive treatment of clients
- Unexcused or frequent absence or tardiness
- Failure to perform required duties
- Insubordination or disorderly conduct
- Use of drugs or intoxicants
- Careless handling of equipment
- Theft of State or personal property
- Collecting money without the approval of the Administration

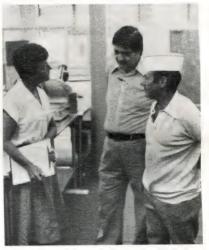
Grievances

A grievance is defined as a dispute between you and your employer over a specific term of your collective bargaining agreement. At Fernald, if a term of your contract is violated, you may file a grievance for review.

The grievance procedure enables you to seek a resolution by a process similar to the court system through your union contract. There are varying levels of appeal.

The Exit Interview

When you leave your job at Fernald, you will meet with a member of the Personnel Department for an exit interview. You will have the opportunity to discuss concerns or ask any questions you might have. The interview serves to provide the personnel staff with information that may improve your former working environment.





umion representation





The Role of Employee Organizations

Employee organizations monitor the respective Collective Bargaining Agreements and represent its members to assure the conditions of employment, as negotiated, are followed.

In addition, it is the function of these organizations to protect the interests of its members from unfair or arbitrary treatment and assist them in resolving any grievances that may arise in connection with their employment.

Employee Organizations by Bargaining Unit

Unit 1 N.A.G.E. (Local 283) Clerical, bookkeeper, etc.

Unit 2 (Local 402) A.F.S.C.M.E. - Waverley Campus Local 554, Templeton Campus

Direct Care Staff, Dietary Staff, Housekeeping Staff, Garage, Grounds and Security, Laundry, Storeroom.

Unit 3 N.A.G.E. (Local 219) Trades

Unit 6 N.A.G.E. (Local 207) Administrative Assistant, Treasurer, Accountant, Program Specialist, Program Analyst, Field Auditor, Research Assistant.

Unit 7

Nurses, Psychologist, Dentist, Occupational Therapist, Physical Therapist, Pharmacist, Physician, Speech Therapist.

Unit 8 S.E.I.U. (Local 509) Social Workers, Mental Health Coordinators. Rehabilitation Counselor.

Unit 9 M.O.S.E.S. (Local 009) Laboratory Technician, Chemist, Junior Chemist, Principal Civil Engineer.

Unit 10 S.E.I.U. (Local 509) Day Care Developmental Specialist, School Teachers, Librarian, Principal School Teacher, Recreation and Physical Education Instructor, Vocational Instructor.

services

Employee Assistance Service

The Employee Assistance Service provides individual and group counseling, referral, and follow-up services. Workshops and seminars are also offered. These are designed to assist you with any personal difficulties you may be experiencing. All dialogue between you and the Service's staff is strictly confidential. Call for further information.

The Employee Health Service

The Employee Health Service (E.H.S.) provides a variety of services to the Fernald community. Medical care at the clinic, located in the Shriver Center for the Waverley Campus and the Nurse's Office for the Templeton Campus, includes your pre-employment physical examination. Emergency services are available 24-hours a day.

The E.H.S. screens and documents work related illnesses and injuries. In the majority of cases, employees are referred to an outside medical organization for treatment. If you



become ill while at work, call the clinic for an appointment. Work related injuries are examined at any time in the emergency room in the Shriver Center (Waverley), and in the nurses' office in Narragansett (Templeton).

The Health Service also addresses issues of work safety and periodically offers educational programs on health maintenance topics.

Religious Services

Waverley Campus

The Fernald Chapel, located at the base of the hill behind the Administration Building, is an ecumenical chapel serving the Fernald community, both clients and staff. Catholic, Protestant, and Jewish services are held weekly. In addition, counseling and spiritual direction are an essential part of the chaplains' role at Fernald. The chaplains welcome your attendance at services.

Templeton Campus

Church services at Templeton Colony are held in New Hall, located at the top of the hill next to the Narragansett Building.



Child Care - Waverley

Fernald employees with young children may enjoy the benefits of child care on campus. Staffed by certified teachers, the Waverley Oaks Child Development Center offers 2 full day programs. The first is for preschool children. The second, for school aged children, is held after school hours. Call the Center for information about enrollment.

Other Services

The Fernald Greenhouse and Community Gardens - Waverley

In conjunction with the horticultural therapy program and the onthe-job training program for clients, the Fernald Greenhouse sells house plants throughout the year as well as seeds and seedlings for spring planting. In addition, 60 garden plots are available to employees for your own use.

The Media Resource Center - Serving Both Campuses

The Media Resource Center produces informational and educational materials for the public through the Communications Office. It also develops instructional materials and provides media support for continuing education through the Division of Staff Development. The Center lends their equipment and materials to staff and can train you in their use. For technical assistance, call Staff Development.



Recreation

Fernald staff may join the Waverley Oaks Racquetball Club at reduced rates. In addition to racquetball courts, the club has a sauna, whirlpool, universal equipment, swimming pool, lounge, and restaurant. Arrangements may be made for child care. Please contact the Communications Office.

Swimming pools at Waverley and Templeton are open to staff. Call the Recreation Department for a seasonal schedule of swimming classes and open swims.

Waverley Campus

Malone Park, in the pine grove behind Wheatley Hall, is open daily from sunrise to sunset. The park sports a vita course for your use. Donnell Field, located to the right of Fernald's front entrance, may be used during the spring and summer months for softball, lacrosse, soccer, and flag football. Since the demand for the use of the field is high, schedule your request for field time in as far advance as possible. Restrooms for both areas are open in the summer only.

Getting To Fernald

Waverley Campus

- From Route 128: Take Exit 47 (or Exit 47A if you're heading north). The signs read "Trapelo Road -Belmont." Heading South on Trapelo Road, towards Belmont, you will go through 2 traffic light intersections. The school is approximately 3 miles from the Rte. 128 intersection, on the right hand side of the road.
- From Boston: Take the Massachusetts Turnpike (west) to Rte. 128 and follow the Rte. 128 directions above.

or

Take Storrow Drive (west) to the Mount Auburn Hospital. Bearing left towards Belmont/Watertown, follow Mount Auburn Street past the Star Market. Bearing right at the Star Market, take Belmont Street to Trapelo Road to Waverley Square. The School is approximately half a mile from Waverley Square, on the left hand side of the road.

• Public Transportation: Fernald is easily accessible via public transportation. MBTA passes may be purchased from the Treasurer's Office. Buses from Harvard Square and Newton Corner stop in Waverley Square. Free shuttle buses run from Waverley to Fernald.

Templeton Campus

• Take Route 2 west from Boston to the Phillipston/Winchendon Exit. Take a right at the bottom of the ramp and proceed for approximately ½ mile until you come to a fork in the road. The road to the school is on your left.

Parking

Parking is free on grounds in designated areas. All vehicles must be registered with Campus Security.

The security staff is authorized to issue parking tickets at the Waverley Campus payable to the "City of Waltham". Cars with outstanding violations may be towed.

To ensure the safety of both clients and staff, it is imperative that all fire lanes and doorways remain clear. Security officers make frequent fire safety checks and tow all illegally parked vehicles.







communications





Information Service

The Information Clearing House, staffed by members of the Communications Office, is a resource for employees as well as the public. It has been established to answer questions and provide information about events and programs at Fernald. Watch for bulletins around the grounds about upcoming programs.

Publications

"Update" newsletter is a weekly calendar of events for Fernald employees. It features divisional and departmental news, classified ads, and information on events scheduled both at Fernald and within the vicinity.

"Dialogue" is a monthly publication for staff featuring articles about Fernald employees and programs. The editors of both "Update" and "Dialogue" encourage input from employees. Please call to submit information.

A bi-monthly newsletter called "Outwords" is sent to a community wide audience of individuals and organizations.

Our Employee Recognition Program

Our Employee Recognition Program is a recognition and benefit program for Fernald employees. Events sponsored by the Recognition Committee include: the awards banquet, our Christmas party, the employee of the month program, the annual Boston Harbor cruise, and reduced memberships at recreational facilities.

Volunteer Services

This program provides an opportunity for people from the community to use their skills at Fernald in a variety of ways. A handbook entitled "Volunteering" outlines the benefits of the program to both volunteers and clients and is available from the Coordinator of Volunteer Services at Waverley.

Special Events Coordinator

The special events coordinator arranges concerts and lectures for clients and staff at Fernald throughout the year. The coordinator may assist you in setting up special progams. Call the Communications Office at Waverley for more information.

Speaker's Bureau

Staff who speak to local organizations on a range of topics may be contacted through the Waverley Communications Office.

offices & committees

The Canteen Committee

The Canteen Committee is the main funding source for programs and events not supported by the State. Membership is comprised of residents, staff, and people from the community. Profits from the canteen are divided among clients and staff. In the past, the committee has supported leisure-time activities for clients, special therapeutic equipment, and the employee awards banquet, and a harbor cruise for staff. The committee meets regularly to review funding requests. Request forms must be submitted 2 weeks prior to the meeting. At the Waverley campus, forms may be obtained from the Communications Office and at Templeton from the Administration Office.

The Committee on Aging

In consideration of our maturing residential population, the Committee on Aging has been formed to respond to issues of placement, training, and planning for Fernald's elderly clients. For further information, contact the Deputy Superintendent for Health Services (Waverley) or the Assistant Division Director for Administration (Templeton).

The Committee on Death and Dying

The death of someone close to you is a painful loss. Members of this committee can provide support services to you and your family in times of bereavement.

The committee also provides these services to clients and their families. In addition, members counsel staff in the care of terminally ill clients in their home residences.

The Human Rights Committees

The Human Rights Committees of the Waverley and Templeton campuses were established to protect, promote, and enforce the human and civil rights of Fernald residents. As an external organization comprised of client advocates from all walks of life, the committee monitors human rights affairs and reviews reports of possible violations. The committee may be contacted through the human rights officer.

The Sexuality and Sexuality Education Committee

The committee is a source of information about sexuality as it relates to Fernald clients. It also aids in implementing sexuality education programs for clients. Contact the committee or the sexuality coordinator for further information.

The Human Rights Officers

The Human Rights Officers monitor all areas of human rights as they apply to Waverley and Templeton clients. These may include ensuring that programs and habilitative services are provided as well as monitoring incidences of possible negligence or abuse. The officers report directly to the superintendent and are not a member of any residential division. If you have questions or concerns, please bring them to the attention of the Human Rights Officers.

Office of Legal Affairs

The Legal Affairs staff are responsible for a variety of legal issues concerning policies and regulations, guardianships, and human rights. Refer any matters relating to these issues to your Division director or to the Office of Legal Affairs at Waverley.

Office of the Ombudsman - Waverley

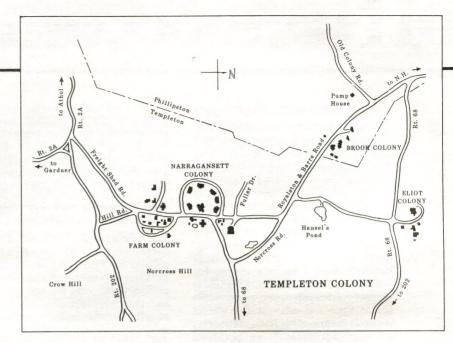
Founded by the Fernald Corporation Inc., the staff provides confidential legal counseling, assistance in negotiation, and in some cases, legal representation to residents of Fernald, their family members, and interested staff. For more information, contact the Office of the Ombudsman.

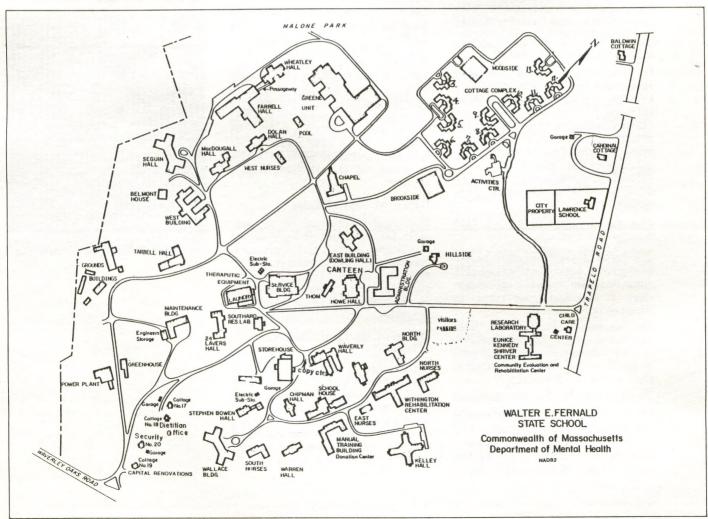




maps







The Fernald School

Walter E. Fernald State School Recruitment Office 200 Trapelo Road

